

ADMINISTRATIVE - INTERNAL USE ONLY

OIT #0894-88
7 September 1988

MEMORANDUM FOR: Executive Director
Deputy Director for Intelligence
Deputy Director for Operations
Deputy Director for Science and Technology

VIA: Deputy Director for Administration

FROM: Edward J. Maloney
Director of Information Technology

SUBJECT: Request for a Requirements Focal Point

1. As a first step toward streamlining and improving the Office of Information Technology's requirements handling process, I have established a central Requirements and Planning Staff (RPS). The role of RPS will undoubtedly evolve over the next year as other organizational changes occur within OIT, and I would appreciate your help in this evolution.

2. Would you identify a senior officer from your organization with whom we can work closely to define RPS's roles and responsibilities as we strive to be more responsive to the requests from your Directorate. I envision that your representative would help us identify areas for improvement while also speaking to the OIT service priorities for your Directorate. In the next few years, as resources become tighter Agency-wide, I want to be certain that OIT's priorities are those which best serve your needs. Please send your responses to C/RPS/OIT,

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Edward J. Maloney

OIT/RPD (7 Sept 88)

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